



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

September 25, 2019, 1:00 pm

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver
Commissioner Erik Christensen (Phone)
Commissioner Tim Heitzman
Commissioner Chad Libby
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
Tom Dougherty, Advisor (PBPP)
John Manning, Legal Advisor
Helene Placey, Advisor
Ian Rowles, Recorder
Brian Updegrove, Guest
Bernard Sikora III, Guest
Robert Angradi, Guest

Those not in attendance:

Commissioner John Chilleri
Commissioner Larry Maggi

Greg Young, Advisor

1. Call to Order and the Pledge of Allegiance

2. Review and approval of the Minutes of the previous meeting

- Chairman Graybill welcomed three guests that attended the meeting, Brian Updegrove from Northumberland County and Bernard Sikora III and Robert Angradi both from Monroe County.

MOTION: 1909:01

Commissioner Shurtleff made a motion to approve the minutes from the July 11, 2019 Firearms Education and Training Commission meetings.

Commissioner Libby seconded.

Motion carried by unanimous voice vote.

3. Announcements and Reports

Chairman

- Chairman Graybill announced he is planning to retire in March of 2020, so he will not be available to run for an officer chair in 2020.

Executive Director MacLaughlin

- Executive Director MacLaughlin stated that he attended the chiefs meeting earlier in the day and discussed some topics including training dates.
- Executive Director MacLaughlin brought up the Keystone Login migration process FCTMS has to go through. Every approved person who has to access the website has to migrate their accounts over to the new login.
- Executive Director MacLaughlin is still searching for new FCTMS options to replace the current website.
- Executive Director MacLaughlin announced we're in the middle of our last BTA of the year.
- Executive Director MacLaughlin stated the CFI class roster is close to being filled and currently still running as scheduled.
- Executive Director MacLaughlin announced that due to scheduling conflicts there wasn't a Curriculum Committee meeting in September.
- Executive Director MacLaughlin mentioned the contract for continuing education classes since the current one is set to run out at the end of June 2020. All of the information was sent over to the fiscal department in May, but since there is a new system in place it all had to be redone from scratch earlier in September.
- Executive Director MacLaughlin stated the classroom and range dates for the 2020 BTA's have been reserved and the list will come out later in the year for signups.
- Executive Director MacLaughlin wanted to thank Tammy Macut, who was responsible for the vehicles at the Board of Probation and Parole, for all she's done since she recently retired. Tammy gave FETC a key to a van to have full access to at any point for years and was presented with a FETC challenge coin on her last day with the PBPP.

Fiscal Report

- Executive Director MacLaughlin stated he had some of the line items reworded from terms the fiscal department understands to terms that are more in layman's terms.
- Executive Director MacLaughlin mentioned the budget for the 2020-2021 fiscal year was submitted and no increase was requested.

4. Reports of Officers and Standing Committees

- The Curriculum Committee did not meet since the previous Commission Meeting.

5. New Business

- Chairman Graybill wanted to discuss the 2020 meeting dates, and the discussed dates were January 9th, March 12th, May 14th, July 9th, September 23rd and November 12th all pending on hotel availability.
- Executive Director MacLaughlin announced there have been four BTA waivers submitted with letters and trainings logs.
- Executive Director MacLaughlin mentioned he met with legal about the topic and discussed they would need to set minimum standards first.
- Commissioner Shurtleff stated he doesn't believe the Commission has ever approved a waiver to skip the BTA, so he's not sure about approving any of them.
- Chairman Graybill mentioned that it was frowned upon back in the day due to the understanding that attending the BTA gives everybody the same curriculum.
- Commissioner Libby stated he likes knowing all of the probation officers have gone through the same curriculum state wide.
- Commissioner Heitzman stated no matter what the decision is today on the waivers it needs to be consistent going forward.
- Chairman Graybill announced they will discuss it at length later in the meeting during an Executive Session.

Petition for Extension/Waivers

Darron Butts – Fulton County Adult and Juvenile Probation

Jamie Gerhart – Lebanon County Adult and Juvenile Probation

Kurt Scheller – Monroe County Combined

Joseph Scoboria – Berks County Adult and Juvenile Probation

Ryan Shutt – Berks County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper medical documentation were received by FETC.

MOTION: 1909:02

Commissioner Libby made a motion to approve the petition for extension for Darron Butts, Jamie Gerhart, Kurt Scheller, Joseph Scoboria and Ryan Shutt for their requested extension dates.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

Request for Initial CFI Status

Todd Cypher – Erie County Juvenile Probation

Robert Klus – Erie County Juvenile Probation

Matthew Livelsberger – Adams County Adult and Juvenile Probation

Nicholas Vadino – Philadelphia County Adult Probation

Chris Whitman – Erie County Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1909:03

Commissioner Beaver made a motion to approve the initial CFI status for Todd Cypher, Robert Klus, Matthew Livelsberger, Nicholas Vadino and Chris Whitman

Commissioner Libby seconded.

Commissioner Christensen abstained.

Motion carried by voice vote.

Request for Renewal of CFI Status

Jeffrey Baker – Pike County Combined

Michael Blum – Clarion County Adult and Juvenile Probation

John Bucher – Adams County Adult and Juvenile Probation

John Christman – Dauphin County Adult and Juvenile Probation

Timothy Duff – Adams County Adult and Juvenile Probation

Aaron Geiser – Lycoming County Adult Probation

Travis Hock – Dauphin County Work Release

Benjamin Moyer – Lehigh County Adult Probation

Robert Paul – Dauphin County Adult and Juvenile Probation

Jason Politowski – Pike County Combined

Jon Ridge – Washington County Adult Probation

Michael Sedun – Dauphin County Work Release

Douglas Wilburne – Franklin County Adult Probation

Anson Zacour – Washington County Adult Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1909:04

Commissioner Shurtleff made a motion to approve the the renewal of CFI status for Jeffrey Baker, Michael Blum, John Bucher, John Christman, Timothy Duff, Aaron Geiser, Travis Hock, Benjamin Moyer, Robert Paul, Jason Politowski, Jon Ridge, Michael Sedun, Douglas Wilburne and Anson Zacour.

Commissioner Heitzman seconded.

Commissioner Libby abstained

Motion carried by voice vote.

Request for Renewal of MI Status

Vanessa Adler – Columbia County Adult Probation

Randy Butka – Washington County Adult Probation

Shawn Morgan – Butler County Adult and Juvenile Probation

Trevor Oates – Crawford County Adult Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

MOTION: 1909:05

Commissioner Libby made a motion to approve the the renewal of MI status for Vanessa Adler, Randy Butka, Shawn Morgan and Trevor Oates.

Commissioner Shurtleff seconded.

Motion carried by unanimous voice vote.

6. Executive Session

There was an executive session to discuss attorney client privilege between 1:55pm - 2:20pm. Chairman Graybill, Commissioners Beaver, Christensen, Heitzman, Libby and Shurtleff as well as Legal Advisor Manning and Executive Director MacLaughlin all attended.

7. Public Comment and Questions

- After the conclusion of the Executive Session a motion was made regarding the BTA waiver requests.

MOTION: 1909:06

Commissioner Shurtleff made a motion to deny waivers presented, the individual will not be up to date with the current curriculum committee changes, would lack a baseline proficiency, would be more of a burden on a small commission staff and opens the doors for potential challenges in the future.

Commissioner Libby seconded.

Motion to deny carried by unanimous voice vote.

8. Adjournment

MOTION: 1909:07

Commissioner Libby made a motion to adjourn.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

Meeting adjourned at 2:23 pm.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on September 22, 2019.

Minutes submitted by Ian Rowles, Recorder, PBPP